

NOTICE OF VACANCY

MAHONING COUNTY JOB AND FAMILY SERVICES
CHILD SUPPORT ENFORCEMENT DIVISION
P.O. BOX 600
YOUNGSTOWN, OH 44501-0600

Position Title: 1 Clerical Specialists

Salary: \$28,891 per year to start

Date Issued: September 1, 2015

Filing Deadline

All applications must be submitted by 4:00 p.m., September 11, 2015. Interested individuals may obtain an application on-line, www.mahoningcountyoh.gov, or at Mahoning County Job and Family Services at 345 OakHill Avenue, Youngstown, OH. Applications may be submitted by e-mail to jobpostings@mahoningcountyoh.gov or submitted to:

Mahoning County Department of Job and Family Services
345 OakHill Ave.
P.O. Box 600
Youngstown, OH 44501-0600

Job Duties

Under the direct supervision of the Legal Supervisor, and the general direction of the Program Administrator, performs clerical work and business detail as directed. Prepares all forms and pleadings from forms on computer. Reviews and organizes cases prior to administrative and court hearings. Type letters, correspondence, reports and legal documents such as motions, notices, subpoenas, judgment entries and docket sheets from written copy and/or oral instruction. Other clerical duties as necessary.

Minimum Acceptable Characteristics

Knowledge: English grammar, including spelling and punctuation.

Abilities: Read and understand legal entries for file format and/or case determination. Read and comprehend instructions and procedure manuals. Follow oral and/or written instructions. Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Apply common sense understanding to carry out instructions furnished in written or oral form. Deal with problems involving some abstract but mostly concrete variables in standardized situations. Interact and communicate effectively with other Child Support staff and the public in a courteous and professional manner. Type 40-60 words per minute accurately. Operate general office equipment, such as copy machine, calculators, and computer. Handle case information confidentially.

Qualifications

High school diploma or general education diploma (GED), or one to two years general office experience and/or training; or equivalent combination of education and experience.

This is a bargaining unit position

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AN EQUAL OPPORTUNITY/ADA COMPLIANCE EMPLOYER, M/F V/H**